



**AMERICAN SOKOL ORGANIZATION ENNIS, TX  
 UNIT: SOKOL KHB ENNIS  
 ANNUAL MEETING OF THE UNIT  
 NOMINEES FOR ELECTED OFFICERS**



*At least sixty (60) days prior to the Annual Meeting, the Membership Meeting shall elect a nominating committee responsible for submitting and recommending to the membership the names of persons with appropriate skills and good reputation to serve as elected officers of the Unit. In case the Membership Meeting fails, for any reason, to elect such a committee within the time specified, then it shall be the duty of the Executive Board to appoint such a committee. Nominations made by the committee must be delivered to the Secretary at least thirty (30) days before the Annual Meeting. The Secretary shall attach a list of nominees to the notification of the Annual Meeting. Nominations may also be received from the floor during the Annual Meeting or at any Unit Meeting at which officers are to be elected.*

TITLE	CANDIDATES (Please Print)
President	
Secretary	
Vice-President	
Second Vice-President	
Financial Secretary	
Treasurer	
Educational Director	
Membership Director	
Public Relations Director	
Men's Physical Director (Ratified)	
Women's Physical Director (Ratified)	
Editor	
Bylaws Chairman	
Auditing Committee Member	
Auditing Committee Member	
Auditing Committee Member	
Budget & Finance Committee Member	
Budget & Finance Committee Member	
Budget & Finance Committee Member	
Reconciliation Committee Member	
Reconciliation Committee Member	
Reconciliation Committee Member	
Delegate to Southern District	
Delegate to Southern District	
Delegate to Southern District	
Delegate to National Convention	
Delegate to National Convention	
Delegate to National Convention	
Youth Ambassador (Appointed by Unit)	

## **GENERAL DUTIES OF ELECTED OFFICERS**

President - preside at the monthly & Annual meetings of the Unit; sign all official papers; sign orders for payment together with the Secretary, Financial Secretary, Treasurer, as required by the Unit; make extraordinary decisions & arrangements in an emergency in accordance with the Constitution & Bylaws of the Unit & the American Sokol; represent the Unit in public; preside at all meetings of the Executive Board; appoint all committees & designate all committee chairmen, unless the composition of any committee is specifically provided for the Bylaws; do & perform such other duties as are usually incident to the office; member & chairman of Unit Executive Board.

Secretary - have charge of all official correspondence of the Unit; record & prepare the minutes of meetings; cause to be kept at the principal office of the Unit, the Secretary's principal place of business, or such other place as the Unit may determine, the official seal of the Unit (if any), & a book of minutes of all meetings of the membership & Executive Board; give notices of the special meetings of the membership as provided in the Bylaws; maintain & protect a file of all official & legal documents of the Unit; member of Unit Executive Board.

Vice-President - assist the President, when requested by the President, & shall perform the duties of the President in his absence; member of Unit Executive Board.

Second Vice-President - assist the Vice-President, when requested by the Vice-President, & shall perform the duties of the Vice-President in his absence; member of Unit Executive Board.

Financial Secretary - maintain adult membership records of the Unit; prepare & distribute dues notices & membership cards; accept from the membership all payments & all other regular & special assessments; present a monthly membership report at each meeting of the Unit; prepare & send the annual membership report to the District & to the American Sokol along with the required dues payments; keep the adult membership records at the principal office of the Unit, the Financial Secretary's principal place of business, or such other place as the Unit may determine. The membership file shall contain names & addresses of each member, & the date upon which the membership ceased; member of Unit Executive Board.

Treasurer - accept all moneys for the Unit; make payment on all properly authorized vouchers; have charge of all cash-on-hand, financial assets, & promissory notes of the Unit; arrange all payments made by check; prepare for the Unit Executive Board a monthly Income Statement &, upon request, Balance Sheet & Year-To-Date Income Statement; submit to the Auditing Committee all promissory notes, reports of cash- on-hand & bank statements at the time of its examination of the books; be prepared to submit without delay all cash-on-hand, promissory notes & bank statements if at any time the President or majority of the Unit Executive Board shall so require; deposit cash or promissory notes in a recognized financial institution whose assets are federally guaranteed or may invest financial assets up to the limit authorized by the monthly membership meeting in other accounts (i.e. Mutual Funds, Money Markets, Brokerage Accounts) which meet minimum quality ratings of high, superior, or excellent & which has been approved by the Unit Executive Board (these deposits are controlled by the signatures of three officers); present to the Unit Annual Meeting an annual financial statement which includes a detailed Balance Sheet showing all asset, liability, & inventory accounts, along with a Cash Flow Statement which includes an income & expense comparison to the Budget & statements of the Auditing Committee; prepare & file all federal, state & local tax returns, registrations & reports in a timely manner; member of Unit Executive Board.

Educational Director – oversee the Educational Committee which is responsible for the Sokol education of the adult members, juniors & children of the Unit; appoint the first & second assistants, a historian, a secretary, & other assistants as needed of the committee; represent the Educational Committee on the Unit Board of Instructors (or may appoint a representative); member of Unit Executive Board.

Membership Director – oversee the Membership Committee which carries on a membership solicitation drive each year & recommends to the Unit the types & amounts of dues for memberships of the Unit; appoints the members of the committee (except for the Youth Ambassador which is appointed by the Unit); member of Unit Executive Board.

Public Relations Director – oversee the Public Relations Committee which is responsible for contact with other organizations with similar purposes & for the distribution of news of the Unit & its activities to the public; appoint the members of the committee; member of Unit Executive Board.

Men's Physical Director / Women's Physical Director – oversee the Board of Instructors which directs the physical activities & programs of the Unit following the directives set forth by the Southern District & American Sokol Board of Instructors; member of Unit Executive Board.

Editor – oversee the official Unit publication; member of Unit Executive Board.

Bylaws Chairman – oversee the Constitution & Bylaws Committee which is responsible for reviewing submitted proposed Unit Bylaws changes prior to the Annual Meeting & the compiling, editing & proofreading of the Constitution & Bylaws after the Annual Meeting; submit Unit approved Bylaws changes to the District Bylaws Chairman for American Sokol approval; member of Unit Executive Board.

Auditing Committee – serve three (3) year term; elect the committee chairman (chairman becomes ex-officio member of the Unit Executive Board); examine the books of the Financial Secretary, Treasurer, & other applicable committees at least once annually; present a report of each examination at the next Unit Meeting; oversee the preparation of all audits of the Unit's finances; submit recommendations to the Unit for the selection of external auditors.

Budget & Finance Committee - serve three (3) year term; elect the committee chairman (chairman becomes ex-officio member of the Unit Executive Board); oversee the preparation of all statements, reports, returns & budgets of the Unit's finances, & oversee the investment of the various funds of the Unit; submit recommendations to the Unit for the selection of accountants & investment managers.

Reconciliation Committee – elect the committee chairman (chairman becomes ex-officio member of the Unit Executive Board); decide personal disputes arising from organizational relations after meeting with concerned members & those filing complaints; expand to a Jury Committee should there be dissatisfaction with the findings of the committee.

Delegate to Southern District – represent the Unit at meetings of the Southern District.

Delegate to National Convention - represent the Unit at the National Convention of the American Sokol.

Youth Ambassador – maintain, represent and promote youth membership; promote participation and spread goodwill and knowledge amongst youth members; member of the Membership Committee.

*All elected officers shall have such other duties & responsibilities as may be required by law or as may be prescribed or required from time to time by the Unit Meetings or the Bylaws. All elected officers have a 1 year term unless otherwise specified.*

## **GENERAL DUTIES OF EXECUTIVE BOARD (UNIT DIRECTORS)**

The Executive Board is comprised of the President, Vice-President(s), Secretary, Treasurer, Financial Secretary, Educational Director, Membership Director, Public Relations Director, Men's Physical Director, Women's Physical Director, Editor, Bylaws Chairman, Auditing Chairman, Budget and Finance Chairman, Property Chairman (or Director), Reconciliation Chairman, and Ways and Means Chairman (or Director).

All actions and decisions of the Executive Board are subject to approval at the monthly Membership Meetings.

All elected officers are responsible to ensure that all federal, state and local tax returns, registrations and reports are prepared and filed in a timely manner.

They shall identify, develop, implement and monitor a risk management policy.

The Executive Board shall be the board of directors of the Unit and, in intervals between the Membership Meetings of the Unit, have general control of the affairs of the Unit, but nothing herein shall be construed to allow the Executive Board to act to the exclusion of, or contrary to, the expressed direction of the Membership Meeting.

The President shall be the chairman of the Executive Board.